

## How do I sort and filter data in an Authorisation Module grid

- Authorisation Module (AM) pages contain standard controls to sort, filter, search and expand/grid the data in the grid

The screenshot shows the 'Licensee Returns' grid with the following annotated controls:

- Page Title:** Licensee Returns
- Create Button:** Make a new Licensee Return
- Download:** Download icon (CSV)
- Search Box:** Search... (with tooltip)
- Pagination:** Previous, Next
- Filter data:** Filter icon (funnel)
- Sort Data:** Sort icon (downward arrow)
- Grid count:** Showing 1 to 10 of 18 entries

Case No	Regarding	Title	Category	Sub-Category	Date Submitted	Decision	Status	Publication Date
LR0	Reg No	Licensee Public Response - SV09601	Site Updates/Notifications	Licensee Public Response	25/05/2016		New	22/07/2016
LR0	Reg No	RBME Return 2013	Enforcement Categorisation & Charges	RBME Return	26/06/2013	Referred	Closed	-
LR0	Reg No	Meeting record from 5th February 2013	Site Updates/Notifications	Other	06/02/2013	Assessed	Closed	-
LR0	Reg No	2012 Noise Monitoring	Monitoring Returns	Noise	14/03/2013	Assessed	Closed	-
LR00	Reg No	Noise Survey Reports on Noise Complaint - June 2012	Monitoring Returns	Noise	14/03/2013	Assessed	Closed	-
LR0	Reg No	PSA6 - Particulate Emissions	Monitoring Returns	Air	10/07/2013	Assessed	Closed	-
LR0	Reg No	2013 Noise Monitoring	Monitoring Returns	Noise	30/04/2014	Assessed	Closed	-
LR0	Reg No	RBME Return for 2013 Calendar Year	Enforcement Categorisation & Charges	RBME Return	17/07/2014	Referred	Closed	-
LR0	Reg No	Management of Incident - OFG Breach March 2014	Site Updates/Notifications	Other	22/07/2014	Rejected	Closed	-
LRC	Reg No	Aerox 1 Service Report	Site Updates/Notifications	Response to EPA Report	26/09/2014	Assessed	Closed	-

- Icons

### Filter

- Click to see filter options based on the type of data in the column e.g. text, numbers, options etc.
- Filter window allows user select filter, remove filter and cancel and return

Filter Licensee Returns

Where Title:

Does Not Contain Data ☒

Apply Filter Remove Filter Cancel

- Column(s) with an active filter will be coloured Green

### Sort

- Click on Sort icon to reverse the current sort sequence – only one sort column can be active at one time

### Download to CSV

- When clicked a sub window will give you options to Open, Save or Cancel

Do you want to open or save GridExport.csv (114 bytes) from lema-stg.edenireland.ie?

Open Save Cancel

- The data in the grid is exported directly into Excel (Open) or downloaded to a .CSV file (Save). Active filters on the data also apply